

ASEDRA

U s e r G u i d e

TABLE OF CONTENT

| | |
|--|----------|
| Introduction----- | 1 |
| Objective----- | 1 |
| What is ASEDRA ----- | 1 |
| ASEDRA process flow ----- | 1 |
| HRIS Input ----- | 2 |
| Non HRIS Input----- | 2 |
| Request data from MVD----- | 2 |
| Notification----- | 2 |
| Permissions----- | 2 |
| ASEDRA Login----- | 3 |
| Authorized Drivers ----- | 4 |
| Driver Filters ----- | 4 |
| Driver Information ----- | 5 |
| Non-HRIS Employees - Upload Excel Data Page: ----- | 7 |
| ASEDRA Violation Report----- | 7 |
| HRIS Instructions: ----- | 9 |
| HR11.1 Page ----- | 9 |
| XP52.1 Page----- | 10 |
| PA22.1 Page----- | 11 |

Introduction

ASEDRA is a web based application developed by State Risk Management and Information Services Division (ISD) of ADOA with the intended purpose of allowing a State Agency representative access and review driver record information for State employees who operate vehicle's on State business.

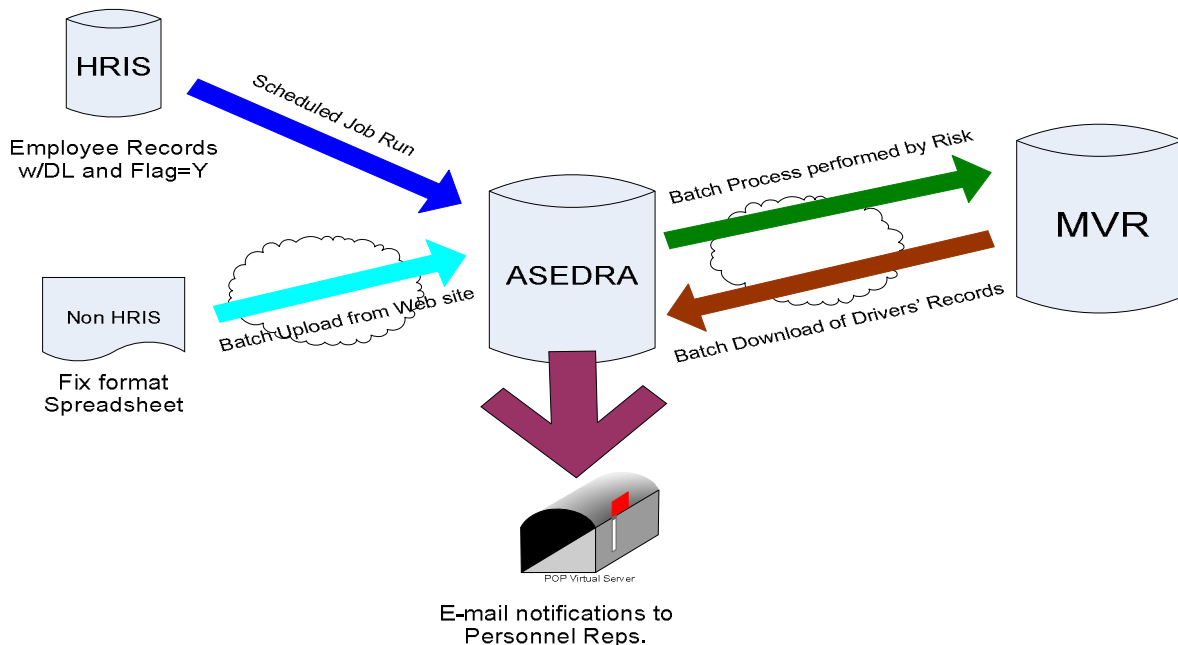
Objective

For the purpose of this document, **the objective is to provide training on how to manage Employee records within ASEDRA.**

What is ASEDRA

ASEDRA, or **A**rizona **S**tate **E**mployee **D**river **R**ecord **A**pplication, is a system that stores a list of State Employees who are designated as driving vehicles on State business in accordance with the Arizona Administrative Code Title 2, Chapter 10 Section 207.12. ASEDRA gathers information from the ADOT - Motor Vehicle Department and sends out notifications to predefined agency representatives if an employee has a driving record requiring action.

ASEDRA process flow



HRIS Input

Identified drivers who are part of the HRIS database are identified as authorized State Drivers within HRIS. A query has been created to pull information about those flagged drivers from HRIS database into ASEDRA.

Non HRIS Input

Any driver who is not part of the HRIS database will use a fix format spreadsheet to upload employee records.

Request data from MVD

A file is generated by ASEDRA in the format required by MVD to process. This file is sent to MVD for batch or multiple driver processing. The results of this request are then uploaded into ASEDRA and matched against the employee records

Notification

- Notification is sent out after every report receipt (currently 2x month).
- Agency representative receives initial notification.
- After 10 days, any record that exceeds points and is not marked reviewed will trigger 2nd notification. The Agency representative and State Risk (general email acct) is cc'd.
- Email content will not contain personal information.
- One email is sent to a Agency representative for all identified drivers in a given cycle.
- To avoid a 2nd notice, ASEDRA provides an opportunity for the Agency representative to denote drivers whose records within ASEDRA have been reviewed.

Permissions

- “Administrative” level is granted to one Agency representative. This is done by completing and having the ASEDRA access Agreement signed by the Agency Director and State Risk Management.
- “User” level is anyone, outside HRIS system, who needs to upload drivers via an excel workbook.
- “Administrative” level can grant permissions to upload via excel workbook.xls
- “Super Administrative” level is restricted to ISD and RMD.

| Type | Grant access, global | Grant access, agency | Upload .xls | View employee, global | View Employee, Agency | View MVD, global | View MVD matched, Agency | Request file from MVR | Upload Response file |
|-------------|----------------------|----------------------|-------------|-----------------------|-----------------------|------------------|--------------------------|-----------------------|----------------------|
| Super Admin | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Admin | | ✓ | ✓ | | ✓ | | ✓ | | |
| User | | | ✓ | | | | | | |

ASEDRA Login

ASEDRA is a SSL enabled site. The login prompt can be accessed using any web browser and GOTO [HTTPS://ASEDRA.AZ.GOV](https://asedra.az.gov). The log in ID is the Agency "Administrator" EIN preceded by 3-4 zeros making a 9 digit EIN. The pass word is the same as their YES password.



The screenshot shows a login form with the following elements:

- Log In**: A heading above the input fields.
- EIN:** A label for the first input field, which contains the text "000123456". An orange arrow points from the text "9 digit EIN" to this field.
- Password:** A label for the second input field, which contains ten black dots. An orange arrow points from the text "Same as Y.E.S." to this field.
- Log In**: A button to the right of the password field.
- Footer text:** "If you have having problems logging in please visit [Y.E.S.az.gov](https://yes.az.gov)".

Annotations in orange text:

- 9 digit EIN**: Points to the EIN input field.
- Same as Y.E.S.**: Points to the Password input field.



Authorized Drivers

Authorized Drivers

ASEDRA : Authorized Driver List

Filter

Last Name First Name Matched Points Review Status

Agency License #

(ZZ) zzTest

☐ Hide drivers with zero points. ☐ Suspended.

☐ Hide drivers with no change in points. Filter Save Changes

Results returned: 20

| Reviewed | Delete | Agency Code | Last Name | First Name | Birthday | License # | Points | Prev. Points | Suspended | Comments |
|-------------------------------------|--------------------------|-------------|------------------------|------------|------------|-----------|--------|--------------|-------------------------------------|----------|
| <input type="checkbox"/> | <input type="checkbox"/> | ZZ | Bond - Unmtch Dob | James | 01/05/1980 | D12345682 | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | ZZ | Cadillac - Unmtch Dob | Pink | 01/15/1980 | D12345692 | | | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | ZZ | Caholic - Exceed Pts | Al | 01/01/1980 | D12345678 | 18 | 0 | <input checked="" type="checkbox"/> | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | ZZ | Connection - Ssn | Da French | 01/09/1980 | 987654321 | | | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | ZZ | Corvette - Pts Chg | Lil Red | 01/14/1980 | D12345691 | | | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | ZZ | Da Bandit - Exceed Pts | Smokey N | 01/11/1980 | D12345688 | 13 | 0 | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | ZZ | Daisy - Ssn | Miss | 01/19/1980 | 123456789 | | | | |

The Authorized Drivers list comes from the inputs on HRIS and non HRIS data feeds. It is a list of drivers who will be sent to MVD for driver record retrieval. [See addendum for more information on HRIS drivers](#)

Driver Filters

ASEDRA : Authorized Driver List

Filter

Last Name First Name Matched Points Review Status

Agency License #

(ZZ) zzTest

☐ Hide drivers with zero points. ☐ Suspended.

☐ Hide drivers with no change in points. Filter Save Changes

- Last Name – Filters on some or all of the employee’s last name
- First Name – Filters on some or all of the employee’s first name

- Matched – Filters on records matched with MVD response
 - All – Displays complete list of employees
 - Matched – All displays employees who have 100% match with MVD record
 - Unmatched – Displays employees who do NOT match any MVD record.
Normally this is due to their DL# and DOB not matching between MVD and HRIS.
- Points – Filter on predetermined points
 - All – Displays complete list of employees
 - Less than 6 – Displays drivers who have 0 – 5 points total
 - Equal to or greater than 6 – Displays drivers who have 6+ points total
- Review Status – Filter on drivers based on their reviewed status. Once a record has been reviewed this box is to be checked and save changes.
- Agency – Filter on specific Agency
- Hide drivers with 0 points – no points returned from MVD
- Suspended – Filter for suspended, cancelled or revoked DLs.
- Hide drivers with no change in points – no change in points between the current and last response from MVD

Driver Information

| Reviewed | Delete | Agency Code | Last Name | First Name | Birthday | License # | Points | Prev. Points | Suspended | Comments |
|---|-------------------------------------|--------------------------|-----------|-------------------|----------|------------|-----------|--------------|-----------|---|
|  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | ZZ | Drive55 - Suspend | I Cant | 01/18/1980 | D12345695 | 6 | 0 | <input checked="" type="checkbox"/> <input type="text" value="Attended Defensive Driver Training"/> |

- Magnifying Glass – SELECT icon to display detail record information about employee
- Reviewed check box – Omits record from further email notifications. After reviewing driver record check this box and save changes.
- Delete check box – Removes record from the Employee table – Only non-HRIS uploaded drivers will be deleted. HRIS drivers need to be done through HR screens.
- Agency Code – 2 digit HR agency code (Sortable)
- Last Name, First Name, Birthday - Employee Name & Birthday
- License # - Driver license number on file with MVD
- Points – Summary of points an employee has accumulated with 39 months
- Previous Points – Accumulation of points from previous MVD response
- Suspended – Driving status of the employee within 39 months
- Comments – 256 character input field for notes. Use this to document actions that were taken due to suspension or excessive points.



Detailed MVR Record

| | | | |
|--|--------------------------------|-------------------------------------|-------------------------------|
| Driver Details | | | |
| EIN: | Agency Code: UA | First Name: DEPARTMENT OF | Last Name: SAFETY |
| Middle Initial: P | Suffix: | Birth Date: 3/3/1999 12:00:00 AM | Creation Date: 2/24/2009 |
| Created By: | Modified Date: 2/24/2009 | Modified By: | Customer Reference: G00001217 |
| MVD Account Number: 036 | Company Name: DOARISK | Request Type: 1 | Processed Date: 2/19/2009 |
| License Number: B14527434 | License Issue Date: 3/3/2008 | License Expiration Date: 3/3/2009 | License Type: D |
| License Class: A | License Restrictions: ADKTU | License Endorsements: TPNMS | Previous License State: AZ |
| Previous License Number: B14527434 | Sex: M | Eyes: BR | Hair: BR |
| Weight: 155 | Height: 5 9 | Address: 4729 E SUNRISE DR # NO.318 | City: TUCSON |
| State: AZ | Zip: 85718 | Permit 1 Status: | Permit 1 Class: I |
| Permit 1 Issue Date: 10/1/2006 | Permit 1 Expiration Date: | Permit 1 Endorsement: | Permit 2 Status: |
| Permit 2 Class: I | Permit 2 Issue Date: 8/15/1999 | Permit 2 Expiration Date: 8/13/2000 | Permit 2 Endorsement: |
| Driver Status: TSA HAZMAT APPROVED ENDS 01012013 | Violation History: False | Matched: False | Suspended: True |
| Revoked: False | Cancelled: False | Limited: False | CDL Disqualified: True |
| Total Points: 18 | | | |

| | |
|--|------------------|
| [Show Details] | ☑ |
| 02/14/2008 - License Suspended 00000000000000454 | [Show Details] ☑ |
| 02/02/2008 - Speeding | [Show Details] ☑ |
| 06/05/2007 - Suspension | [Show Details] ☑ |
| 02/15/2007 - Warrant Outstanding - 0000909090 Agcy Holding War:... | [Show Details] ☑ |
| 05/22/2006 - License Suspended 00000000000000044 | [Show Details] ☑ |
| 05/12/2006 - Special Speed Limitations/Bridge Or Structure | [Hide Details] ☒ |

| | | | |
|---------------------------------------|---|-------------------|--------------|
| Violation Date Code | Description | | |
| 05/12/2006 28-706B | Special Speed Limitations/Bridge Or Structure | | |
| Disposition Description | | | |
| Bail Posted And Voluntarily Forfeited | | | |
| County | Fine | Court Code | Speed |
| MARICOPA | \$0.00 | 0741 | 15/065 |
| School Assignment CMV HZMT | | | |
| N N | | | |
| Points Plate Number | | | |
| 2 NONE | | | |

Non-HRIS Employees - Upload Excel Data Page:

These instructions are to add non-HRIS employees, such as volunteers or University students to ASEDRA in order to run their MVR's. They first must meet the qualifications of an identified driver in order for their MVR to be obtained from MVD.

Non-HRIS, volunteers, students will use a formatted spread sheet to upload driver information. This information is stored in the Authorized driver table and will be used to retrieve driver record information.

Steps to upload non HRIS data

1. POPULATE fix formatted spreadsheet (Down Load "DriversTemplate.xls")
2. SAVE spreadsheet to user's workstation
3. LOG into ASEDRA
4. NAVIAGATE to Upload Excel Data Page
5. SELECT Saved spreadsheet from workstation
6. LEFT CLICK Upload Excel File button
7. GOTO Employee list Page
8. VERFIY records have been uploaded

ASEDRA Violation Report

ASEDRA 1.2

Logout

My Settings
Users
Violation Report

ASEDRA : Violation Report

Filter

Agency
(ZZ) zzTest

Show Report

report can be exported to Excel or PDF format

Access the report from the Management page

1 of 1

Select a format
Excel
Acrobat (PDF) file

Export

Export Formats

Violation Report

| EIN | Last Name | First Name | MI | DOB | License Number | License Expiration Date | Prev License Number | Current Status | History Message | History Message Date | Conviction Date | Points |
|-----|----------------------|------------|----|----------|----------------|-------------------------|---------------------|----------------|---|----------------------|-----------------|--------|
| | Caholic - exceed pts | AI | | 1/1/1980 | D12345678 | 8/18/2050 | D12345678 | SUSPS/NO REVS | FAILURE TO DRIVE TO RIGHT/EMERGENCY VEHICLE APPROACHING | 7/1/2009 | 5/5/2006 | 2 |
| | Caholic - exceed pts | AI | | 1/1/1980 | D12345678 | 8/18/2050 | D12345678 | SUSPS/NO REVS | REASONABLE AND PRUDENT SPEED VIOLATION -ACC | 7/1/2009 | 5/23/2006 | 3 |
| | Caholic - exceed pts | AI | | 1/1/1980 | D12345678 | 8/18/2050 | D12345678 | SUSPS/NO REVS | FAILURE TO OBEY TRAFFIC CONTROL DEVICE | 7/1/2009 | 8/6/2006 | 2 |
| | Caholic - exceed pts | AI | | 1/1/1980 | D12345678 | 8/18/2050 | D12345678 | SUSPS/NO REVS | SUSPENSION SATISFIED - 10232006 0000000000483743A | 7/1/2009 | 10/11/2006 | |
| | Caholic - exceed pts | AI | | 1/1/1980 | D12345678 | 8/18/2050 | D12345678 | SUSPS/NO REVS | FAILURE TO STOP AT STOP SIGN -ACC | 7/1/2009 | 11/6/2006 | 2 |
| | Caholic - exceed pts | AI | | 1/1/1980 | D12345678 | 8/18/2050 | D12345678 | SUSPS/NO REVS | TSS ASSIGNMENT | 7/1/2009 | 12/12/2006 | |

HRIS Instructions:

This section provides instructions for setting up a driver in the HRIS system. Only HRIS users who have input capability may add the necessary driver information in order for their MVR to be obtained by ASEDRA.

HR11.1 Page

Lawson portal - Employee (HR11.1) - Windows Internet Explorer

https://portal.hris.azdoa.gov/lawson/portal/

Welcome Leslie [logout]

hr11

Employee (HR11.1)

Company: STATE OF ARIZONA

Employee: 50625 BIAVA, LESLIE A.

Effective:

Main Assignment Pay Work Personal Address Work Elig User Flds Tax

More Records Exist - Use PageDown

| FC | Type | Field Name | Value | Description | Curr | Req |
|-------|------|--------------------|-------|-------------|------|-----|
| Alpha | | EDUCATION | | | | |
| Alpha | | IDENTIFIED AS DRVR | | | | |
| Alpha | | INTERNET | Y | YES | | |
| Alpha | | INTRANET | Y | YES | | |
| Date | | JOB CODE HIRE DATE | | | | |

Base Currency

Base Amount

More Records Exist - Use PageDown

Here is record on the HR11. The user field is blank. If employee is supposed to be a driver then an HR person would need to go to the XP52.1 (see next page) and create a personnel action to update user field.

XP52.1 Page

[illegible]

The USERFLDCHG personnel action is used to update various user fields on the HR11. IDENTIFIED AS DRVR is one of them.

PA22.1 Page

Lawson portal - Certifications (PA22.1) - Windows Internet Explorer

https://portal.hris.azdoa.gov/lawson/portal/

File Edit View Favorites Tools Help

IBM Project Office - Action It... Lawson portal - Certificati... Arizona Government University

Home

Control-D Web Reports

Control-D Web

Jobs and Reports

Job Schedule

Print Manager

Job List

Change Password

Change password

Your Employee Services

What's New For You

Change Password

Personal Information

Benefits

Employment

eStuffer

Current Pay Check

Pay

Total Compensation

Employee Training

Career Center

Retirement

Commute

Information Resources

Communications

State Holidays

HRIS State of Arizona

Certifications (PA22.1)

Welcome Leslie [logout]

pa22

Change Previous Inquire Next Inquire

Related Forms

Company 1 STATE OF ARIZONA

Employee 30804 SCHRAG, BARBARA J.

Comments

| FC | Certification | Desc | Date Acquired | Renewal Date | St | License Number | Ren Cyc |
|----|---------------|------------------|---------------|--------------|----|----------------|---------|
| | VEH-SV | STATE VEHICLE | 05/22/2009 | | AZ | B11926313 | |
| | VEH-SV | STATE VEHICLE | 05/22/2009 | | AZ | D01105376 | |
| | VEH-V | 15 PASSENGER VAN | 05/22/2009 | | AZ | B11926313 | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Main

Source

Cost

Verified Y

Company Sponsor N

Base Curr

Internet 100%

12:43 PM

Here is an example of somebody with DL # on the PA22. The information can be input directly on this screen. Each type of vehicle this employee will drive is identified on this form. This information may also be used to determine the specific type of training this employee should receive ie Van, Defensive Driver, Golf Cart ect.

When an employee leaves State service their status code of T1, which means "Termination Pending" may not be updated to T2, "Termination Final". If this update is not done the MVR of the former employee will continue to be run.

Employees that transfer from one Agency to another Agency also need to have the Authorized Driver status (XP52.1) updated to ensure that in their new position a determination is made if the person will again be identified as an Authorized Driver.